

Session Meeting
 First Presbyterian Church
 Davenport, Iowa
 October 18, 2021

The regular meeting of the Session of First Presbyterian Church of Davenport, Iowa was held on Monday, October 18, 2021. We continue to meet remotely due to the COVID-19 pandemic.

Moderator Rev. Dr. Kathy Stoner-Lasala called the meeting to order at 7:03 PM. A quorum was present. Elder Jeff Ehrmann, opened the meeting with prayer and two readings about the beauty of being in the presence of God and with each other.

	Class of 2021		Class of 2022		Class of 2023
P	Paula Burnett <i>Hospitality & Welcoming</i>	P	Heather Calvert <i>Adult Christian Education</i>	P	David Bowles Edwards <i>Congregational Marketing & Growth</i>
E	Dan Ellard <i>Finance</i>	P	Matt Kabel <i>Buildings & Grounds</i>	P	Jim DeReus <i>Adult Christian Education</i>
P	Jeffrey Gomez <i>Congregational Development & Fellowship</i>	P	Jeanne Sherwood <i>Hospitality & Welcoming</i>	P	Patrick Downing <i>Stewardship</i>
P	Pete Madden <i>Buildings & Grounds</i>	P	Tom Spitzfaden <i>Finance</i>	P	Jeff Ehrmann <i>Personnel, CMGC</i>
P	Diane Roebuck <i>Christian Ed. & Fellowship for Youth</i>	P	Vicki Stegall <i>Christian Ed. & Fellowship for Youth</i>	P	Michael Ferris <i>Worship & Music</i>
P	Karla Ruitter <i>Congregational Development Fellowship</i>			P	RuthAnn Tobey-Brown <i>Personnel</i>
P	Don Wood <i>Worship & Music</i>			P	James Woods <i>Hospitality & Welcoming</i>
P	Mark Jones <i>Clerk of Session, non-voting</i>	<i>P- present E-Excused A-Absent</i>			

Staff members:

P	Rev. Kathy Stoner-Lasala <i>Moderator</i>	P	Matthew Bishop <i>Director of Music</i>	P	Darren Long <i>Facilities & Custodial Supervisor</i>
P	Rev. Pat Halverson <i>Parish Associate</i>	P	Kristine Olson <i>Finance Manager</i>		

Guest:

- Deacon Ted Brown

On motion and second, the agenda was approved as presented with the addition of a report by Building & Grounds, a motion from Worship & Music, and a Moderator's Moment.

Moderator's Moment

The Moderator, Rev. Stoner-Lasala, shared a few observations about the manner in which FPC Session does its work. From her experience, FPC Session has a large church committee structure but functions more like a small church Session. It can debate too long and get bogged down too much in the

details of what has already been through considerable committee discussion. Many of our Sessions meetings have exceeded our own ability to maintain concentration and give proper attention to items on the agenda. Theologically, Presbyterians believe that the Holy Spirit distributes gifts as the Spirit wills (II Corinthians 12). In larger churches, like ours, the Spirit is spread over a larger body of people than in small churches. We need to trust the spirit has spread gifts throughout our committees.

Her recommendation is that the Session adopt the following on a 2-month trial:

- Written reports by every committee, every month. This allows elders to review the documents on their own schedule. Meeting time is shortened by only addressing questions about the reports during the meeting.
- Every elder needs to trust their siblings on the Session's committees. Every committee takes its work seriously, every committee is working earnestly in good faith, and it can be unloving and soul-crushing to argue on the floor of the Session with another committee's work. This is balanced by the belief that the Spirit prompts debate when it is needed.

When debate is needed, the Session should consider a motion to refer the motion back to the committee and those elders with issues related to the motion assume responsibility to attend the committee's next meeting to share their concerns.

Adopting these recommendations will shorten our meeting times. This can stop us from stealing each other's joy in leadership by not excessively debating a committee's work. Trusting, in each other, and more importantly, in the power of the Holy Spirit, is the path forward.

On motion and second, Ted Brown was admitted to the meeting with voice and no vote.

DEACONS' REPORT: Ted Brown

Ted Brown reported the following items from the Deacons:

- Outreach - Paula Hartmann
 - Trunk or Treat will be at the church on October 30, from 4 to 5:30 p.m. in the west parking lot. The event needs to be approved by the pandemic committee. There will be a minute for mission asking for candy donations.
 - PUNCH will make a decision the week of the 18th about its Thanksgiving dinner.
 - Matt Hennes confirmed we will be participating in the Angel Tree this December and it will work like it did last year, ie. on line.
 - Bob Lehnerr gave an update on the Churches United homeless sack lunches being served. The meals are served out of the trunk of cars. The numbers are small right now (14-20) but they have just started serving the meals again.
- Pastoral Care - Colleen Duenas
 - The Deacons will be delivering bundt cakes again this year for homecoming. Letter are going out to participants to see if they would like cakes this year.
- Ruthann Tobey Brown is looking for volunteers to help with the clothing closet. We currently have winter clothing including coats, boots and hats.
- Pastor Kathy sent an email with an idea for creating a Giving Tuesday and asking the deacons if there were any projects they would like to highlight. Some ideas proposed were Undie Tuesday, Supplying the Giving Box located near the church, help with laundry supplies.
- Mission Connection – John Gere
 - The church continues to support these Missions: Kids Against Hunger, the sewing group and Day of Vision. Other causes are being considered.

On motion and second, the Deacon's Report was accepted as presented.

On motion and second, the Session approved the Deacons creating a Giving Tuesday starting with the collecting of personal hygiene items, underwear, or cash to purchase these same items and distributing these through the Caring Closet.

CONSENT AGENDA

- **On motion and second**, the Session approved the following items in the Consent Agenda
 - Minutes of the September 20, 2021 Session meeting.
 - Clerk's Report for the month of September 2021 (*A full copy of the September 2021 Clerk's report presented to the Session at the October 2021 Session Meeting can be found in the Appendix of the official 2021 Session minutes.*)
 - Affirm the following E-vote: The Worship & Music Committee moves that the Session approves the contactless serving of Holy Communion on Sunday, October 3, 2021 in observance of World Communion Sunday, as supported by the Pandemic Task Force. Mitigation protocols include the usage of pre-packaged containers of grape juice and bread, which the worship hosts will distribute to parishioners as they enter the sanctuary (and to the choir as they warm-up); parishioners will be instructed as to the proper time to partake of the elements, and Pastor Stoner-Lasala will direct people on when to take down their masks and when to pull them back up (which will be immediately after receiving the elements). Parishioners will discard the used containers in trash bins as they leave the sanctuary.
 - Voting Period: September 23 -25, 2021
 - Motion approved: 17 yes votes; 2 elders not voting

REPORT OF THE CLERK OF SESSION

For the Month of September 2021

I. **REQUESTS FOR ACTION:**

Requests Resulting in the Reduction of the Active Roll

Susan Eby

Transferring to Asbury United Methodist Church, Bettendorf, Iowa

II. **COMMUNION RECORD:**

III. **CHANGES TO THE REGISTERS:**

Deaths	Date	Officiated by
Ron Solt	August 24, 2021	Celebration of Life Service TBA

Other Business of the Clerk – Mark Jones, Clerk

- Communications
 - *Where the Digital Meets the Divine*: Workshop, 10AM-2PM, October 23, St. Andrews Presbyterian Church, Iowa City, In-person or livestreaming. PEIA website has details.
 - Dr. Rebecca Blair, Stated Clerk for the PEIA, has accepted a new position as Lead Presbyter for Transformation and Stated Clerk of the Presbytery of Southeastern Illinois. She will finish her current term with PEIA which ends on December 31, 2021.
- Elders met remotely with Rev. Beth McCaw, Reconciliation Facilitator, on Monday, October 18, 2021.
- The Clerk completed a PEIA review of our 2020 church records. The records were found to be in order.

- Reminders:
 - Scheduled Committee Reports for Nov 2021: Finance, B&G, Nominating, Stewardship
 - Volunteers needed for opening devotions for November, December, January.
- The Clerk asked for comments regarding the plan to delete Session meeting Zoom recordings once the minutes from that meeting were approved. General agreement was that plan is acceptable.

On motion and second, the report of Other Business of the Clerk was approved as presented.

On motion and second, the Session moved to extend thanks to Tammy Mayhew, Michelle Mahrt, and Mark Jones for the successful completion of the 2020 church record review.

COMMITTEE REPORTS

Finance – Elder Tom Spitzfaden

- As shown in the finance report distributed prior to the meeting, the church continues to have surplus income over budget with the caveat that our 2021 budget is smaller than in prior years.
- The Finance Committee approved revisions to their committee description. This will be forwarded soon and can be voted on at the next Session meeting.
- The Agreed Upon Procedure review was completed in August 2021 and reported in September 2021. This audit was delayed and it is now time to initiated the next audit. Discussions have started with the audit firm. This next audit will cover information up through last June.
- Our budget process will need to begin its work soon. The budget is generally done by an Ad Hoc committee which includes Session committee chairs and Deacons. Elders are encouraged to think about how they want this structured. In particular, some committees with small budgets may not need to participate in all of the meetings once they have provided their input.

	September 2021		September 2020	
	Actual	Budget	Actual	Budget
General Fund Income	52,359	38,015	45,680	50,150
Custodial Accounts Income	6,418	-	(28,035)	-
Compensation Expenses	38,755	49,179	44,168	50,348
Non Compensation General Fund Expenses	17,882	17,439	11,137	21,070
Custodial Accounts Expenses	6,419	-	(28,035)	-
Surplus (Deficit)	(4,279)	(28,603)	(9,625)	(21,268)
	2021 Year-To-Date		2020 Year-To-Date	
	Actual	Budget	Actual	Budget
General Fund Income	546,001	483,074	617,256	650,958
Custodial Accounts Income	31,205	-	75,570	-
Compensation Expenses	351,454	386,943	434,104	447,000
Non Compensation General Fund Expenses	150,841	160,086	121,826	184,250
Custodial Accounts Expenses	31,204	-	75,569	-
Surplus (Deficit)	43,707	(63,955)	61,327	19,708
All numbers are rounded.				

Nominating Committee – Elder Heather Calvert

- The committee is at work on their task.
- They are attempting to fill the following positions for 2022: 9 Elders, 6 Deacons, 7 Nominating Committee members, 2 Foundation Trustees, and, potentially, a Clerk-in-training.

Stewardship – Elder Patrick Downing

- The Stewardship Campaign letter was mailed out to the church membership and a significant portion was published in recurring bulletins.
- Sunday, October 3rd was the first announcement of Stewardship Season. Patrick gave the Minute for Mission to address the congregation.
- Cathy Pratscher-Woods gave the Minute for Mission on Sunday, October 17th and received a round of applause and positive feedback.
- Dave Edwards will give the Minute for Mission on Sunday, October 24th.
- The FPC Staff is considering a video presentation for Sunday, October 31st.
- Sunday, November 7th to be Stewardship Sunday - the day for placing the pledge cards at the communion table during Worship service.
- As of October 18th, the church had already received 24 official pledges totaling \$83K. In 2020, the church received 153 pledges for a total of \$511K.

Personnel – Elder Ruth Ann Tobey Brown

- Elder Tobey Brown reported as FYI that protocols had been developed for job applicants interviews and reference checks. These are being tried out right now. Many of the questions are based on the child protection policy issues.
- Elder Tobey Brown asked Elder Pete Madden, chair of the Buildings & Grounds, to make the next announcement. Elder Madden reported that Kevin Wilson has been offered and accepted the open full-time custodial position. His parttime position will not be filled. Chad Dean continues in his parttime position.
- **On motion and second**, the Session approved extending Kevin Wilson the offer for a full-time custodial position.

On motion and second, reports from the Finance, Stewardship, and Personnel Committees were approved as presented. **On motion and second**, the Session received the Nominating Committee report as presented.

STAFF REPORTS

Matt Bishop, Director of Music

- The PAS pre-season Benefactor Patron contributions received are just over \$25K. This exceeds what was anticipated in the budget.
- Alex Gilson, Principal Organist and Assistant Director of Music, presented a wonderful recital on October 25, 2021. It was well attended. A fun event. Many positive comments followed. We can be proud of Alex's performance.

- On Sunday, October 17, 2021, the Sanctuary Choir premiered a First Presbyterian Church commissioned anthem by English composer Jonathan Dove called “His Face Shown Like the Sun.” The choir was able to meet with Mr. Dove via Zoom. He will join the choir next summer when the choir visits Ireland.
- Another premiere will occur next month.
- Vesper Bells and Chamber Chorale are rehearsing in-person.
- Musikgarten continues meeting remotely.
- Cherub and Kirkwood choirs will be rehearsing on alternate weeks, coordinating with Sunday school.
- Making plans for the youth choir this year. Tough with busy schedules of our youth.
- Matt reminded the Session that he is still doing the social media and E-news. Content should be forwarded to him.

Kristine Olson, Finance Manager

- Financial statements for September were electronically distributed to Session
- Assisting the Stewardship committee.
- Completed lunch-and-learn required staff training for 2021.
- Now starting mandatory policy training with staff.
- Open enrollment starts soon. Thanks for the assistance of the Personnel Committee.
- Thanks also to the Personnel Committee for the purchase of HR software that allows for tracking of employee benefits/paid-time-off, etc.
- The Accounting Assistant job is still open. Interviews continue.

Darren Long, Facilities & Custodial Supervisor

- Elder Matt Kabel has helped Darren with the installation of a condensation pump for the boiler and repairing the pit.
- Two boy scouts are working on projects at the church for their Eagle Scout designation. One is doing clean-up/repair work on the lot where the Deacons’ picnic is held. The second is work on the gym restroom.
- The plaster repair work in the chapel should happen this month.
- B&G authorized the purchase of a snow blower. That has been purchased.

Rev. Pat Halverson, Parish Associate

- Preaching once/twice per month.
- Has been able to do a hospital visit. Opening up of visitation rules at extended care facilities has been slowed by recent increases in Covid-19 cases.
- Making telephone calls.
- Working with the Deacons.

Rev. Kathy Stoner-Lasala – no report beyond comments in other sections of the meeting.

On motion and second, all Staff Reports were approved as presented.

OTHER REPORTS

Worship and Music – Matt Bishop, Director of Music.

Motion: The Worship & Music Committee moves that the Session adopt the following Communion schedule (utilizing the Contact-Free method of Communion approved by the Pandemic Task Force and the Session in September) for the next 6 months:

- November 28, 2021 (First Sunday of Advent, 9:30 AM)
- December 24, 2021 (Christmas Eve, 9PM Service)
- January 9, 2022 (First Sunday after Epiphany, 9:30 AM)
- March 6, 2022 (First Sunday of Lent, 9:30 AM)
- April 24, 2022 (First Sunday of Eastertide, 9:30 AM)

Following discussion, **the motion was approved.**

OLD BUSINESS

Annual Active Membership Roll Review

- This is a yearly Session function. One purpose of the review is to identify persons that have become inactive in church activities and “seek to restore members to active participation.”
- Following a brief discussion of how this was done in the past, further action on this item was deferred.

FPC Shared Leave Policy

- This policy was presented, discussed, and approved on a first reading at the September 2021 Session meeting. The policy comes from the Personnel Committee.
- **On motion**, the FPC Shared Leave Policy was given final approval. A copy of this policy is attached to these minutes. A copy will be placed in the FPC Operations Manual.

Synod ARC and Reconciliation

The Session had discussions at the September 2021 meeting regarding 3 areas of the Synod Administrative Reconciliation Commission (Synod ARC) recommendations. The Clerk was asked to present motions that reflected that discussion.

Re: Session Communications with the Congregation

Background: The two motions below are in partial response to the following recommendation from the Synod ARC Report, *Recommendation #6: Communication and transparency are crucial for the Session and congregational health. The Session should present monthly updates, written, and orally, to the congregation regarding its meetings and actions.*

Current communications with the congregation include:

- Reports at the annual meeting.
- Session highlights published in the weekly bulletin and E-news.
- Posting of Session minutes on the website and church bulletin board.
- Verbal announcements before worship and written announcements in the weekly bulletin.

The following was moved and seconded: The Session of FPC will schedule an informational meeting with the congregation in August or September of each year. The following guidelines are adopted:

- This will be about mid-year from the Annual Congregational Meeting and coincide with the beginning of a new church program year.
- The Session may vote to delay or cancel this meeting based on current state of affairs.
- The Session is responsible for setting the agenda for this meeting.
- The agenda for this informational meeting will include:
 - Highlights of Session and Deacon activities of the past 6 months,
 - Indicate anticipated actions and activities in the following six months,
 - Mention long term-goals and challenges for the congregation.
- No official church written reports, such as provided at the Annual Meeting, will be required but may be used at the Session's discretion.
- No formal action can be taken at this informational meeting unless held as part of a called congregational meeting.

This motion was approved.

The following was moved and seconded: The Session of FPC will create a suggestion box on the FPC website to allow members of the congregation to electronically submit questions, comments, and suggestions to the Session with the following specifications:

- The electronic suggestion box, along with instructions, will be posted on the FPC website.
- The Clerk of Session will be responsible for monitoring these e-mails. E-mails received will be forwarded to the Session, the appropriate Session committee chair, or FPC staff member.
- Posted ground rules will include the following:
 - This suggestion box is not to be used for comments on FPC staff member performance. These comments should go directly to the staff member, their supervisor, or the Chair of the Personnel Committee.
 - Language must be polite, civil, and constructive.
 - No anonymous submissions will receive attention.
 - Persons will receive a confirmation that their e-mail was received.
- Discussion: The questions received and responses given could be used as part of a FAQ communicated to the entire congregation.

This motion was approved.

Re: Understanding of the Relationship Among Pastor, Church, and Presbytery

The following motion is in partial response to the following recommendation from the Synod ARC Report, *Recommendation #2: Training on Presbyterian understanding of Call. Especially the role of Presbytery, Pastor, and Congregation in calling of pastors, caring for pastors, and dissolving pastoral calls.*

Background: The Personnel Committee has made revisions in the evaluation of staff including a Positive Discipline Policy. The calling of a pastor and the dissolution of a pastoral call are done with direction from the Book of Order and involve the church, the pastor, and the Presbytery. These procedures are outlined in two policies approved by the Presbytery of East Iowa.

The following was moved and seconded: As the understanding of calling pastors and dissolving pastoral calls are the focus of two Policies established by the Presbytery of East Iowa, it is moved that

the Session of First Presbyterian Church, Davenport, affirm the following Presbytery of East Iowa policies and their subsequent versions:

- Policy on Pastoral Relationships, 7 March 2015.
- Pastoral Relationships, taken from the 2011-2013 Advisory Handbook for Ministry Committees/Commissions.

Copies of these policies are appended to these minutes.

This motion was approved.

Re: Session Committee reports

Background: This motion is in partial response to the following recommendation from the Synod ARC Report, *Recommendation #4: Committee descriptions should clearly delineate responsibilities. All discussions/actions are subject to the review and approval of the Session, methods for reporting to the Session, requirement for written minutes to be submitted to Session.*

Updated Committee descriptions have been completed. A schedule for regular reporting of Session committees was implemented in early 2021. Finance Committee reports monthly. Personnel Committee reports quarterly. Stewardship and Nominating committees report during the time of their primary activity. All other committees report semi-annually.

The following was moved and seconded: All quarterly and semi-annual reports by Session Committees will be submitted in writing prior to the Session meeting for which their report is scheduled. These reports will be included in the Session minutes. Monthly reports or requests for action can be provided in either writing or verbally.

This motion was approved.

Elders to participate as Session representatives in discussion with PEIA as part of the reconciliation process

- Rev. Beth McCaw, Reconciliation Facilitator, has requested that the Session identify Elders willing to participate in the reconciliation process in the following two specific areas:
 - Serve with members of PEIA to discuss communication issues and patterns for the future. Included in this will be study from the book, *Healthy Disclosure*.
 - Serve with members of PEIA to discuss next steps toward seeking a called and installed pastor.
- The following Elders indicated a willingness to serve:
 - Paula Burnett – communications
 - Jeanne Sherwood – communications or next steps
 - RuthAnn Tobey Brown – communications
 - Vicki Stegall – communications or next steps
 - Diane Roebuck – next steps
- Others interested in participation can submit their name to the Clerk or Moderator.

Turmoil Narrative

- The Turmoil Narrative was created at Rev. Beth McCaw's request. The drafts have been prepared by Elder Tom Spitzfaden with input from several others including individuals from the former CG&P Committee.
- The intent is to create a short narrative that provides an overview of the events leading to our current reconciliation process that is readable, accurate, and neutral (not pointing blame).
- The narrative will remain open to alterations. It may be used in discussions with PEIA. The end result is a document which all parties can accept.
- Discussion was generally supportive of the document and no changes were suggested knowing the document will continue to be modified as it moves through the process with Rev. McCaw.
- **On motion and second**, the Session extended tremendous thanks to Elder Spitzfaden for creating the document and seeing it through revisions-to-date.

Report from Committees on Descriptions for Operations Manual – Action on this agenda was deferred.

Child Protection Policy

- This policy was presented, discussed, and approved on a first reading at the September 2021 Session meeting. The policy comes from the Personnel Committee and CEFY Committee.
- **On motion**, the Child Protection Policy was given final approval. A copy will be placed in the FPC Operations Manual. A copy can be found in the Appendix to the 2021 bound church records.

FPC Employee Vaccination Policy

- This policy was presented by the Personnel Committee, discussed, and approved on a first reading at the September 2021 Session meeting.
- **The motion:** The Personnel Committee moves that the Session approve a policy that all current and future employees be fully vaccinated for COVID including future CDC-recommended boosters. Vaccination must be initiated by November 1, 2021. Medical exclusions will be accepted.

The Personnel Committee moved the following amendment to the Employee Vaccination Policy: replacing "Medical exclusions will be accepted." With "Requests for medical accommodations verified by a physician will be considered on a case-by-case basis." **This amendment was approved.**

Following discussion, **the amended motion was approved.**

NEW BUSINESS

- On motion and second, Elder RuthAnn Tobey Brown was elected as a Commissioner to the Called Meeting of the Presbytery of East Iowa for Thursday, October 21, 2021.
 - On motion and second, RuthAnn Tobey Brown was elected as a Commissioner to the 199th Stated Meeting of PEIA on November 18, 2021
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ADJOURNMENT

On motion and second, the meeting was adjourned at 9:01 PM.

The next regularly scheduled meeting of the Session of First Presbyterian Church, Davenport, Iowa will be held on November 15, 2021 at 7:00 PM.

The Rev. Dr. Kathy Stoner-Lasala
Moderator

Mark Jones
Clerk of Session

Appendix 1, FPC Session Minutes, October 2021: FPC Shared Leave Policy

First Presbyterian Church Shared Leave Program

Policy Statement

First Presbyterian Church recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available PTO/Sick Leave. The Shared Leave Program allows employees to support fellow employees by donating accrued leave hours to employees who are suffering from a serious illness, injury, or other condition not related to a Workers' Compensation claim. It may also include time off needed by the employee to care for a child or spouse, parent, or the parent of a spouse who is suffering from a serious illness, injury, or other medical condition.

To address this need, all eligible employees will be allowed to donate accrued Paid Time Off (PTO) or sick leave hours from their unused balance to a co-worker in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees are eligible to participate in the Shared Leave Program as a donor or recipient if they are eligible for the First Presbyterian Church's PTO/Sick Leave plans.

Guidelines

Requests for Shared Leave will be generated by the Head of Staff in consultation with the employee. Employees must have a situation which meets the following criteria in order to receive donated PTO or Sick Leave from co-workers:

Medical emergency, defined as any medical condition of the employee or family member that meets the eligibility requirements for Family Medical Leave under the Church's Family and Medical Leave Policy, and that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Prolonged/extended absences related to a Workers' Compensation Claim do not qualify for the Shared Leave Program.

Requesting Donated PTO/Sick Leave

- An employee who believes he or she meets the criteria specified in the definition of medical emergency above may contact the Head of Staff to discuss his/her eligibility for the Shared Leave Program.
- Participation in the Shared Leave Program must be approved by the Head of Staff and the Chair of the Personnel Committee and will be documented on the Application for Shared Leave form.
- Upon approval of employee participation in the Shared Leave Program, the Head of Staff will generate a request to eligible employees for leave donations. No specific health or medical information will be released other than that the requesting employee has experienced a qualifying medical emergency.

- If the recipient employee has available PTO/Sick Leave accrued, this time will be used prior to any donated PTO/Sick Leave. Donated PTO/Sick Leave may only be used for time off related to the approved request.
- Shared Leave hours are donated to address a specific medical emergency for a specific employee.
- Employees who receive donated PTO/Sick Leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- Shared Leave hours which are no longer needed will be returned to the donors' accrued leave balances on a pro-rata basis as determined by HR procedures.
- Shared Leave hours may not be "banked" or used for reasons other than the situation they were donated for.
- Shared Leave hours are not payable to an employee's estate and cannot be cashed out.

Donation of PTO/Sick Leave

- The donation of PTO/Sick Leave is strictly voluntary.
- The donation of PTO/Sick Leave is strictly confidential. The identities of leave donors will not be disclosed to the recipient or any other individual, except to the Head of Staff, Personnel Committee and the Finance Manager who administers the Program.
- The donation of PTO/Sick Leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
- An eligible employee may donate a maximum of twenty-five (25) PTO/Sick Leave hours, provided the employee retains a minimum balance of one work week of combined PTO and/or Sick Leave accruals for his or her own use. Donations must be made in increments of at least one hour.
- Employees cannot borrow against future PTO/Sick Leave to donate.
- It is not the intention of the Shared Leave program to allow employees who have announced their plans to leave the First Presbyterian Church to donate their unused Sick Leave upon their termination.
- Donations of PTO and/or Sick Leave are not tax-deductible for the donor.
- Employees who are currently on an approved leave of absence cannot donate PTO/Sick Leave.

Use of Shared Leave

- Shared Leave will run concurrently with Family Medical Leave, if applicable.
- Shared Leave must be recorded on time sheets by hourly employees. Salaried employees must submit a Use of Shared Leave form for each payroll in which Shared Leave is used. It is the responsibility of the receiving employee, or their designee, to coordinate with the Head of Staff and Finance Manager to track the employee's available Shared Leave balance.
- Shared Leave will be paid at the recipient's own base pay rate. For example, a recipient who earns \$20 per hour and receives four (4) hours of PTO from a donor who earns \$15 per hour will be eligible to use the four (4) hours of donated PTO at \$20 per hour.
- Shared Leave hours paid will be reported as taxable income on the recipient's Form W-2.
- Employees will not accrue Paid Time Off and Sick Leave hours on Shared Leave hours paid.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Policy.

Appendix 2, FPC Session Minutes, October 2021: PEIA Policy on Pastoral Relationships.
Note: This is a conversion from PDF to Word. Some formatting errors can occur. The original document can be found at www.peia.org.

**Presbytery of East Iowa
Policy on Pastoral Relationships
Approved 7 March 2015**

As allowed by G-2.0504, in approving calls and contracts within the bounds of East Iowa Presbytery, the Presbytery recognizes the following categories of pastoral relationships

- **Permanent, Called and Installed Pastor** as defined by G-20504 and G20504a of the 2013/2015 Book of Order.
- **Permanent, Called and Installed Co-Pastor** as defined by G-20504 and G20504a of the 2013/2015 Book of Order.
- **Temporary Pastoral Relationships** as defined by G-2.0504b and c of the 2013/2015 Book of Order. (This replaces the following temporary pastoral relationship categories: Designated Pastor, Temporary Supply Pastor and Stated Supply Pastor) A person serving in a Temporary Pastoral Relationship shall be termed a "Temporary Pastor." These relationships shall be established by contract between the session of the church to be served and the pastor, may be full or part time, not to exceed one year, and shall be approved by COM before such contracts become effective. Any extension of such contract may be entered into by the session and the pastor and shall be approved by COM before becoming effective. Such approval shall not be granted by COM until after an acceptable performance review of the pastor is conducted by the session, submitted to COM no later than 30 days prior to the end date of the contract and subsequently approved.
- **Intentional Interim Pastor** is not defined in the 2013/2015 Book of Order separately from pastors with a Temporary Pastoral Relationship as in the above paragraph. In the Presbytery of East Iowa, this position is established and is of temporary nature with the same basic responsibilities of a pastor with a temporary pastoral relationship, but with the additional responsibility of intentionally preparing the congregation for next called and installed pastor or co-pastors. This may include identifying and addressing any conflicts that may be present within the church and/or other issues that require attention. Preferably, the person serving in this role should have successfully completed training to serve as an intentional interim pastor as presented by the denomination or its equivalent and should have service experience in an interim ministry setting that includes dealing with conflict. This relationship shall be established by contract between the session of the church to be served and the pastor, may be full or part time, not to exceed one year, and shall be approved by COM before it becomes effective. Any extension of such contract may be entered into by the session and the pastor, and shall be approved by COM before becoming effective. Such approval shall not be granted until after an acceptable performance review of the pastor is conducted by the session, submitted to COM no later than 30 days prior to the end of the contract, and subsequently approved.
- **Commissioned Ruling Elder (CRE)** as defined by G-2.10 of the 2013/2015 Book of Order The PEIA Policy for Preparation and Commissioning of CRE's shall govern the preparation and commissioning of all CRE candidates and commission-eligible ruling elders in the CRE program.

The commissioned ruling elder is a ruling elder of the Presbyterian Church (USA), who has passed the requirement stated in the Presbytery's CRE Program documents and who has been commissioned by the Presbytery to serve in a validated ministry of the Presbytery within a specific church or churches or outside any church in accordance with

G-2.1001, G-2.1002 and the Presbytery policy concerning validated ministry This commission is valid only in one or more congregations, new church development, or other validated ministry of the Presbytery designated by the Presbytery.

- **Eligible Ruling Elder (ERE): An Eligible Ruling Elder** is a ruling elder who has met the Presbytery requirements to be commissioned to a validated ministry but is not currently commissioned.
- **Associate Pastor** as defined by G-20504 and G-2.0504a of the 2013/2015 Book of Order.
- **Specialized Ministry:** When teaching elders or Commissioned Ruling Elders are designated as educators, chaplains, pastoral counselors, campus ministers, missionaries, partners in mission, evangelists, administrators, social workers, consultants, or in other specific tasks appropriate to the ministry of the church, they shall evidence a quality of life which helps to share the ministry of the good news. They shall exercise pastoral care of those for whom they are responsible and shall seek to fulfill their ministry by serving Christ and their fellow men and women, strengthening the church and equipping it for concern and service to the life of the human community. In addition to fulfilling the particular responsibilities to which they are called, they shall participate in a congregation, in their presbytery, and in ecumenical relationships, and shall be eligible for election to the higher governing bodies of the church and to the boards and agencies of those governing bodies. These employed positions shall be approved by COM, on behalf of the presbytery, and COM shall exercise oversight of these positions. These positions shall be vocationally demonstrated to meet the PEIA Policy for Validated Ministry prior to their approval.

Any call or contract involving a permanent or temporary pastoral relationship, Commission Ruling Elder or person involved in a specialized ministry shall be approved only to a Validated Ministry. Validated Ministries include calls and contracts of pastoral relationship as listed above and other ministries as defined in G-2.0503 and G-2.1001 of the current Book of Order and PEIA Policy for Validated Ministry.

Appendix 3, FPC Session Minutes, October 2021: PEIA Policy on Pastoral Relationships.
Note: This is a conversion from PDF to Word. Some formatting errors can occur. The original document can be found at www.peia.org.

Dissolution of Pastoral Relationships

Pastoral Relationships are:

- Established by three partners - the presbytery, the congregation or session (for temporary relationships), and the individual serving in the pastoral role.
- Either installed or temporary

Installed pastoral relationships:

- Are "pastor", "co-pastor", "associate pastor"
- May be for a designated term or indefinite.
- Have no requirement to be "full-time".

Temporary pastoral relationships:

- Session invites for service
- May be teaching elder (PC(USA) or other),
- PC(USA) candidate, or ruling elder
- Titles determined by presbytery
- Term may be up to 12 months, renewable
- Ordinarily not eligible to become installed

Questions for consideration:

- 1 What positions are appropriate to be installed positions?
2. Which are better suited to temporary pastoral relations?
3. When might it enhance mission possibilities to install a pastor for a designated term?
4. How will you work with sessions to understand and consider the options for pastoral relationships?
5. How will you review term pastoral relationships?
6. Will you consider exceptions (G.0504). If so, what exceptions and under what circumstances?
7. What positions are suitable for a first call?

Resources:

- _ See [New Times, New Call](#)
- _ [Resources are available online as you explore models for ministry.](#)

G-2.0502 Teaching elders have membership in the presbytery by action of the presbytery itself, and no pastoral relationship may be established, changed, or dissolved without the approval of the presbytery.

G-20504 Pastoral Relationships

Installed Pastoral Relationships

The installed pastoral relationships are pastor, co-pastor, and associate pastor. A teaching elder may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call].

Temporary Pastoral Relationships

Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporal' pastoral relationship, No formal call shall be issued and no formal installation shall take place.

Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, copastor, or associate pastor,

G-2.0504 c. Exceptions

A presbytery may determine that its mission strategy permits a teaching elder currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a teaching elder employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three fourths vote of the members of presbytery present and voting.

Temporary Pastoral Relationships

- When the pastor is unable to function, or when there is no pastor in position, presbytery and session have the opportunity to carefully describe a position which meets their very particular needs. Clearly no two situations are identical or have the same resources or expectations. This section of the Form of Government (G-2.0504b) provides the opportunity to both define the work and title the position in ways that are most appropriate to the setting.
- A temporary pastor is often secured by a session to serve as pastor, carrying on the ministry of the church, while the search for an installed pastor goes on. However, there is no requirement that pastoral vacancies must have a temporary pastoral relationship.
- Temporary relationships are established by the presbytery, do not last more than twelve months, and are renewable with presbytery's approval.
- Pastors who have had training to be an interim or transitional pastor may be available to serve as a temporary pastor. Often these teaching elders have had special training for the unique ministry of serving churches in the midst of pastoral transition. Some have special skills and experience in helping congregations recover from a time of conflict or after the disclosure of clergy sexual misconduct or other trauma.
- On occasion presbyteries may consider contracting with ministers of other Christian churches to serve as temporary pastors within the presbytery. A presbytery may temporarily enroll a minister of another Christian church to do so under G-2.0506.
- Temporary pastors are not, ordinarily, eligible to serve as the next installed pastor of the congregation they are serving.

G-2.0504 Pastoral Relationships

b. Temporary Pastoral Relationships

Temporary pastoral relationships are approved by the presbytery and do not carry a forma/ call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.

Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.

c. Exceptions

A presbytery may determine that its mission strategy permits a teaching elder employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting.

G-2.0506 Temporary Membership in Presbytery for a Period of Service

A presbytery may enroll a minister of another Christian church who is serving temporarily in a validated ministry in this church, or in an installed relationship under the provisions of the Formula of Agreement (Book of Order, Appendix C; G-5.0202), when the minister has satisfied the requirements of preparation for such service established by the presbytery's own rule.

There are three different ways that the dissolution of an installed pastoral relationship may be initiated:

- At the request of the pastor, co-pastor or associate pastor. Teaching elders often make the request for dissolution of the pastoral relationship because they have accepted another call for service or wish to retire. A teaching elder makes his or her request for dissolution to presbytery and informs the session so that session may call a meeting of the congregation for the purpose of considering the teaching elder's request for dissolution of the pastoral relationship. (G-2.0902)

- At the request of the congregation.

The congregation may also request the dissolution of the pastoral relationship. Such a request is often due to difficulties between the congregation and the teaching elder and the teaching elder may or may not be in agreement with the request of the congregation. At the request of the congregation, the session shall call the meeting and request the presbytery to appoint a moderator for the meeting. (G-2.0903)

By presbytery action. The presbytery may, on occasion, look into reported difficulties within a congregation. In the course of such an inquiry and after consultation with the minister, the session, and the congregation, the presbytery may find that the church's mission under the Word "imperatively demands" the dissolution of the pastoral relationship and take steps toward dissolution. (G-2.0904)

As soon as a request for dissolution of an installed pastoral relationship comes to the attention of the presbytery, presbytery should be prepared to assist the pastor and congregation through the process of pastoral transitions according to the Book of Order and presbytery policies and procedures.

G-2.0902 Pastor, Co-Pastor or Associate Pastor Requests A pastor, co-pastor, or associate pastor may request the presbytery to dissolve the pastoral relationship, The minister must also state her or his intention to the session. The session shall call a congregational meeting to act upon the request and to make recommendations to the presbytery.

G-2.0903 Congregation Requests

If any congregation desires the pastoral relationship to be dissolved, a procedure similar to G-2.0902, above, shall be followed. When a congregation requests the session to call a congregational meeting to dissolve its relationship with its pastor, the session shall call the meeting and request the presbytery to appoint a moderator for the meeting.

G-2.0904 Presbytery Action The presbytery may inquire into reported difficulties in a congregation and may dissolve the pastoral relationship if, after consultation with the minister, the session, and the congregation, it finds the church's mission under the Word imperatively demands it.

The Congregational Meeting

No matter who initiates proceedings for dissolution of the pastoral relationship, there shall always be a meeting of the congregation to consider the matter. At that meeting the congregation may act to consent, or decline to consent, to the dissolution. (G-2.0901)

Action at the meeting of the congregation should be sure to include the effective date of dissolution and any agreed upon final terms of compensation or severance.

Presbytery will want to ensure that an appropriate moderator has been appointed to moderate the meeting of the congregation, especially if the request for dissolution was initiated due to difficulties or conflict.

Presbytery Action

While a congregation may consent or decline to consent to the dissolution of the pastoral relationship, an installed pastoral relationship is dissolved only by the presbytery. (G-2.0901)

As with the congregation, presbytery action on the dissolution of the pastoral relationship should also include the effective date of dissolution and any agreed upon final terms of compensation or severance. Presbytery should also be sure that appropriate action regarding the teaching elder's presbytery membership be taken. This might include:

- Any change in presbytery membership (validated ministry member-at-large, honorably retired),
- Transfer to another presbytery,
- Exclusion or release from ordered ministry, or
- Any other appropriate actions.

When Parties Do Not Agree on Dissolution

When all parties are in agreement, action to dissolve a pastoral relationship is not usually controversial. However, there may be times when certain parties do not agree with the request to dissolve the pastoral relationship, requiring the presbytery to hear from the disagreeing parties.

G-2.0901 Congregational Meeting
Whether the teaching elder, the congregation, or the presbytery initiates proceedings for dissolution of the relationship, there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution.

G-2.0901 Congregational Meeting
An installed pastoral relationship may be dissolved only by the presbytery.

If the congregation does not concur with the request to dissolve the relationship, the presbytery shall hear from the

congregation, through its elected commissioners, the reasons why the presbytery should not dissolve the pastoral relationship. If the congregation fails to appear, or if its reasons for retaining the relationship are judged insufficient, the request may be granted and the pastoral relationship dissolved, (G-2.0902)

If the pastor does not concur with the request to dissolve the relationship, the presbytery shall hear from him or her the reasons why the presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved. (G-2.0903)

Presbyteries are encouraged to consider and plan for particular ways to be pastor and counselor to affected parties and to facilitate relationships during and following any contested dissolution.

The Pastoral Transition

During this time of pastoral change in the life of the congregation, the presbytery has the responsibility to oversee this transition by serving as pastor, counselor, and advisor to teaching elders and congregations.

(G-3.0301 & G-3.0307)

There are a number of issues a presbytery may wish to address and plan for to assist in a smooth transition for congregations and teaching elders. These may include:

- Ethics for departing pastors
- Exit interviews
- Temporary pastoral leadership, including pulpit supply and session moderator
- Calling of the next installed pastor

G-20902 Pastor, Co-Pastor or Associate Pastor Requests

If the congregation does not concur, the presbytery shall hear from the congregation, through its elected commissioners, the reasons why the presbytery should not dissolve the pastoral relationship. If the congregation fails to appear, or if its reasons for retaining the relationship are judged insufficient, the request may be granted and the pastoral relationship dissolved.

G-2.0903 Congregation Requests

If the pastor does not concur with the request to dissolve the relationship, the presbytery shall hear from him or her the reasons why the presbytery should not dissolve the relationship. If the pastor fails to appear, or if the reasons for maintaining the relationship are judged insufficient, the relationship may be dissolved.

G-3.0301 Composition and Responsibilities

The presbytery has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard. This responsibility shall include.. overseeing congregations without pastors..

G-3.0307 Pastor, Counselor, and

Advisor to Teaching Elders and Congregations

.. oversight of congregations without pastors.

EXIT INTERVIEWS

Exit interviews, while not required at the dissolution of a pastoral relationship, may be a helpful tool for presbyteries to consider a regular step in the departure of a pastor. This is true whether the person leaving the congregation is a temporary pastor who has served the church for a few months or an installed pastor who is leaving after a number of years.

Exit interviews can be an opportunity to reflect on the ministry the pastor and congregation had together, its strengths and weaknesses, and be one step in the process of closure in the relationship between congregation and pastor. Information gathered through an exit interview may also be helpful in informing the congregation's future direction for ministry, especially as they call their next pastor.

A presbytery that uses exit interviews will want to find and implement a process that is most effective for their particular context.

An Exit Interview Model

With the Departing Pastor. The presbytery conducts the exit interview with the departing pastor soon after the pastor announces his or her departure. Questions to be asked and topics to be covered may include:

1. Ask the pastor to talk about things she/he feels good about in the ministry with the congregation.
2. Ask about barriers to effective ministry. These barriers might be in the congregation, or community, or with the pastor.
3. Ask about the relationship between the pastor, the session and the congregation, including any difficulties or conflict.
4. Ask about advice the pastor might want to give to the next pastor.
5. Review with the pastor the presbytery's expectations regarding appropriate and inappropriate contact between the pastor and congregation after the pastor's departure. This is especially important if the pastor is staying in town or moving to a nearby location.

G-2.0905 Officiate by Invitation Only

After the dissolution of a pastoral relationship, former pastors³ and associate pastors shall not provide their pastoral services to members of their former congregations without the invitation of the moderator of session.

With the Session. The presbytery conducts the exit interview with the session after the pastoral relationship has departed. It is helpful for the moderator of session appointed by presbytery to be present for this interview. Questions to be asked and topics to be covered may include:

- 1 . Ask about the positive growth in the life of the congregation during the pastor's time with the congregation.
- 2 Ask about barriers to effective ministry. These barriers might be in the congregation, or community, or the pastor.
3. Ask about the relationship between the pastor, the session and the congregation, including any difficulties or conflict.
- 4, Review with the session, the presbytery's expectations regarding appropriate and inappropriate contact with between the pastor and congregation after the pastor's departure. This is especially important if the pastor is staying in town or moving to a nearby location.
5. Begin discussion about maintaining regular worship and congregational life during the transition and search for new pastoral leadership.

Resource:

- _ Ethics for Departing Pastors



Presbytery as Pastor, Counselor and Advisor

- One of the ways a presbytery leads and guides the witness of its congregations, "...so that all congregations become communities of faith, hope, love, and witness," is through its role as pastor, counselor, and advisor.
- In this role a presbytery keeps the lines of communication open with its congregations and church leaders, enabling presbytery to better understand their lives and ministries and, in turn, to respond appropriately and in a timely manner when called for.
- In this role the presbytery is to.
 - serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery;
 - facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators;
 - settle difficulties on behalf of the presbytery where possible and expedient.
- There are particular responsibilities listed in G-3.0301 and G-3.037 which a presbytery will want to refer to as it determines how to fulfill its role as pastor, counselor and advisor.

Each presbytery is encouraged to determine how its role as pastor, counselor and advisor will be fulfilled within its unique ministry context and, then, to develop and maintain mechanisms and processes that will allow the presbytery to effectively fulfill this role.

Book of Order:

G-1.0101 The Mission of the Congregation
.. The congregation is the basic form of the church, but it is not of itself a sufficient form of the church. Thus congregations are bound together in communion with one another, united in relationships of accountability and responsibility..

G-3.0301 Composition and Responsibilities
.. The presbytery is responsible for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness.

.. the presbytery has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard.
- b. provide that the Sacraments may be rightly administered and received.
- c. nurture the covenant community of disciples of Christ.

G-3.0307 Pastor, Counselor, and Advisor to Teaching Elders and Congregations

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relations between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.

To facilitate the presbytery's oversight of.. it may delegate its authority to designated entities within the presbytery.